



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 1.2.20	Subject: OFFENDER RELEASE ASSISTANCE PROGRAM
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 2
Section 2: Fiscal Management	Effective Date: July 18, 2006
Signature: /s/ Mike Ferriter, Director	Revision Date:

I. POLICY

The Department of Corrections will plan and provide for offender discharge to the community to include the provision of suitable clothing, transportation, and transitional funds based on offender need, financial resources, and a discretionary gratuity in the amount permitted by state statute.

II. APPLICABILITY

The secure facilities that include Montana State Prison, Montana Women's Prison, and the private and regional facilities contracted to the Department of Corrections.

III. REFERENCES

- A. 53-30-111, 53-30-132; *Montana Code Annotated*
- B. DOC Policies 1.2.12, *Adult Inmate Welfare Accounts/Miscellaneous Revenues*; 1.2.6, *Offender Financial Transactions*

IV. DEFINITIONS

Gate Money - Discretionary State General Fund money provided to offenders upon discharge or parole pursuant to 53-30-111, *Montana Code Annotated (MCA)*.

Mandatory Savings Money – Funds deducted from offender accounts and held for disbursement upon discharge or parole pursuant to 53-30-132, *MCA*.

Release Assistance Money – Inmate Welfare Fund money provided to offenders upon discharge or parole.

Offender Resident Money - Individual offender account money.

V. DEPARTMENT DIRECTIVES

A. Release Assistance Money

1. To be eligible to apply for release assistance money, an offender must:
 - a. be incarcerated in an adult secure facility for a minimum of 36 months;
 - b. have less than \$500.00 in the combined total amount of his or her resident and mandatory savings accounts;
 - c. not have spent or transferred over \$750.00 out of his or her offender resident account within the six months prior to the release date;
 - d. completed the facility re-integration training and a detailed release plan; and

Policy No. DOC 1.2.20	Chapter 1: Administration and Management	Page 2 of 2
Subject: OFFENDER RELEASE ASSISTANCE PROGRAM		

- e. have been employed during incarceration over 50% of the time served or have completed required programming, or have been exempt from employment due to medical restrictions.
2. Offenders may submit a request for release assistance money to the facility Institutional Probation and Parole Officer (IPPO). The IPPO will forward the request to the Accounting Dept. who will verify balances in the Inmate Resident and Mandatory Savings Accounts and past work history and return the requests to the IPPO. The IPPO will calculate the eligible amount for release assistance.
3. The offender may request assistance money up to, but not exceeding, \$500.00 based on his or her release plan, projected financial needs, and financial status.
4. The IPPO will calculate the appropriate amount allotted based on the offender's interim housing plans, medical, transportation, food and clothing needs.
5. Upon IPPO approval, the request is forwarded to the IPPO Supervisor for final approval.
6. Upon approval, the request is sent to Helena Accounting for disbursement of funds. Funds are to be tendered to the appropriate vendor or service provider.

B. Gate Money

1. If the Inmate Welfare Fund has insufficient funds to cover requests or an offender is not eligible for release assistance money, offenders may request gate money in an amount up to, but not exceeding, \$100.00.
2. To be eligible to apply for gate money, an offender must:
 - a. have less than \$500.00 in the combined total amount of his or her resident and mandatory savings accounts and Release Assistance; and
 - b. not have spent or transferred over \$750.00 out of his or her offender resident account within the six months prior to the release date.

VI. CLOSING:

Questions concerning this policy should be directed to the facility administrator.